Classification

REPORTS INVENTORY

DDS/OL/SD-65

XXXXXXXX

PREPARE IN DUPLICATE

1. TITLE OF REPORT (if a fill-in report include Form No.)

Location [ ] Demand & Issue Activity Register

2. TYPE OF REPORT	X	STATISTICAL
		NARRATIVE
		MACHINE-NAME LISTING

3. FUNCTIONAL AREA

	PERSONNEL		TRAINING		ADMIN. GENERAL
X	LOGISTICS		SECURITY		OTHER (specify)
	MEDICAL		FINANCE		

4. NO. OF COPIES PREPARED	5. FREQUENCY (weekly, monthly, quarterly, etc.)	6. DISTRIBUTION (No. of components not number of copies)
1	Monthly	1

7. FORMAT (memorandum, form computer print-out, etc)

Computer Print-Out

8. ADP PROCESSING

X	YES	IF YES GIVE ADP PROCESSING NO.
	NO	121

9. DIRECTIVE AUTHORITY REQUIRING REPORT

10. PREPARING COMPONENT (include lowest level contributing information to report)

OCS, OL/SD/SMB/GMMS

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
GS-7	3.89		5		19.45		12		233.40

B. COSTS OF COMPUTER PRODUCED REPORTS

					4.55		12		54.60

TOTAL COSTS PER YEAR	288.00

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

Statistical data required in determining Economic Order Quantity in the normal process of item stock replenishment. Required in providing statistical and management analysis.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

X	RETAIN AS IS		OTHER (explain)
	CHANGE		
	DISCONTINUE		

ESTIMATED SAVINGS	
MAN-HOURS	DOLLARS

16. DATE OF INVENTORY	17. NAME AND TITLE OF PERSON FURNISHING INFORMATION	18. EXTENSION
25 Sept 70	AC/OL/SD/SMB/GMMS	

STAT

STAT

STAT

FORM 142
9-70

Classification